



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 04-13, Distribution of Form SF-2810, Notice of Change in Health Benefits Enrollment, For Retiring Employees

Date: October 4, 2004

To: Holders of the Payroll/Personnel Manual
Personnel Users Groups
Personnel Offices

Currently, when an agency personnel office processes a retirement action, the National Finance Center's (NFC) Payroll/Personnel System generates Form SF-2810, Notice of Change in Health Benefits Enrollment. A system-generated copy of the SF-2810 is automatically forwarded to the health benefits carrier to inform them that the employee has left Federal service (via retirement).

Effective immediately, NFC will no longer distribute the system-generated copy of the SF-2810 to the health benefits carrier. (This action will prevent any premature cancellation of an employee's health coverage by the carrier.) When OPM establishes the employee's eligibility to continue health insurance coverage for retirement, a copy of the SF-2809, Health Benefits Registration Form, is included with the retirement record and forwarded to the health benefits carrier by OPM. This action transfers the employee's enrollment under the Federal Employees Health Benefits (FEHB) Program to OPM. This is the **only** notification that health insurance carriers will receive to inform them of the employee's transfer in enrollment.

Procedures

The Entry, Processing, Inquiry, and Correction System (EPIC), and Front End System Interface (FESI) procedures, which are available online at the NFC Web site, are being updated to include the information in this bulletin. To view and/or print these procedures, go to the NFC Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Title/Chapter**, or **List by System Acronym** then search for EPIC or FESI on the list provided.

Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about FEHB to the Payroll Operations Branch at **504-255-4630**.

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